



15 MARCH 2008

Operations

CAP FLIGHT MANAGEMENT

CAPR 60-1, 20 February 2008, is supplemented as follows:

Note: Shaded areas identify new or revised material.

2-1q. (added): Cold Weather Flying Procedures.

- 1) As standard operating procedure, from November 15 through April 15, all wing aircraft will have the Tanis heater plugged in and blankets applied 24 hours a day, 7 days a week when the aircraft is not in use and when the hanger is not heated. In addition, if the ambient temperature is forecast to be less than 40° F (4.5° C) for more than a 24-hour period, regardless of the above dates, the Tanis heaters in all aircraft will be plugged in when the aircraft is not in use and when the hanger is not heated.
- 2) Each unit should hold an annual Cold Weather Flying Course just prior to the onset of winter. The course shall include this section, a power point slide briefing provided by the Director of Operations, and any other local information such as hangar operations, interior heating, moisture in the fuel, etc.
- 3) Winter Kits (bug eyes) are to be used in accordance with the POH for each aircraft. The oil cooler plate (C172 only) will be installed by a qualified A&P mechanic in the fall (temperature-related) and removed by a qualified A&P mechanic in the spring (temperature-related). It is the pilot's responsibility to ensure that the winter kit, according to OAT, is installed or removed from the aircraft prior to flight. Maintenance is to be notified if a problem exists with the winter kit, or it is not available for the aircraft. This notification must be made prior to flight.
- 4) The following requirements are in effect regarding outside air temperatures and operation of wing aircraft.
 - a) Power-off Maneuvers – At temperatures from 0° F to +10° F (-18° C to -12° C), use 1500 RPM or 15 inches manifold pressure as a minimum.
 - b) For temperatures below 0° F (-18° C), it is at the discretion of the Incident Commander if air support is required. At no time shall a unit fly in temperatures below 0° F (-18° C) without having the aircraft properly preheated as stated in paragraph 2-1p1. (The winter kit with oil cooler plate (if applicable) must be installed).
 - c) Aircraft Temperatures and Wind-chill Limitations:

<u>Temperatures</u>	<u>Wind-chill</u>	<u>Limitation</u>
Above 0° F (-18° C)	Above -30° F (-34.5° C)	None
0° F to -10° F (-18° C to -29° C)	-30° F to -50° F (-34° C to -45.5° C)	2 occupants minimum NO TRAINING PERFORMED Actual missions ONLY
Below -20° F (-29° C)	Below -50° F (-45.5° C)	DO Approved Flights ONLY

NOTE:

It takes a 45 mph wind at 0° F to get a -30° F wind chill. Exposed skin freezes in approximately 30 minutes.
 It takes a 25 mph wind at -20° F to get a -51° F wind chill. Exposed skin freezes in approximately 10 minutes.
 It takes a 10 mph wind at -30° F to get a -53° F wind chill. Exposed skin freezes in approximately 10 minutes.

5) For flights when the temperature is below 0° F (-18° C), the Flight Release Officer must be a pilot.

6) Ultimately, the unit and its members are responsible to use common sense when deciding to fly in temperatures below 0° F (-18° C).

2-1r. **(added): Aircraft Security.** When leaving a corporate aircraft unattended, (leave airport property) the pilot will install and lock the avionics anti-theft control lock. The factory gust-lock may be utilized for short-term use (e.g. refueling, etc.). The C-182 Nav III aircraft are excluded from this requirement. Additional information can be found in CAPR 66-1, paragraph 9d.

2-1s. **(added): Privately Owned Aircraft.** Member owned/furnished aircraft shall not be used for any funded CAP flight activity (actual SAR mission, SAREx, cadet orientation flights, etc.) without PRIOR approval from the Wing Commander or Director of Operations. If a non-CAP aircraft needs to be used on an Air Force Assigned Mission (AFAM), the member must execute a Hold Harmless Agreement (HHA) with the Air Force and provide a copy of the aircraft airworthiness certificate. These documents must be accomplished annually. Refer to CAP/EX letter to CAPR 60-1 dated 17 January 2007 for the details and HHA forms. The pilot must request authorization from the Director of Operations to be reimbursed. If there is funding to cover the flight, the Director of Operations will get final approval from the State Director. The Director of Operations will notify the member if the reimbursement is approved or disapproved.

2-5b(1). **(added):** Flights are authorized up to 50 NM into the Minnesota, South Dakota and Montana Wings without Wing Commander's approval. Flights of greater length or flights involving remaining over night (RON) require prior Wing Commander's approval. Such approval will be accomplished in advance using NDWg Form 60-5 **(Attachment 1)**, or by e-mail. If e-mail is used, the same information that is on the NDWg Form 60-5 is required; a copy of the e-mail and approval is to be printed out and maintained in the pilot's personal records (CAPF 45) for 3 months.

2-7a. **(added):** Each subordinate unit, with flight activities, will submit the required information, IAW CAPR 60-1, **paragraph 2-7**, to arrive at the North Dakota Wing Headquarters no later than the 5th of the month following the activity month.

2-8l. **(added):** The North Dakota Wing Operations officer will maintain duplicate flight file documents for each North Dakota Wing pilot. It is the unit operations officer's responsibility to forward copies of pilot documents to the Wing Director of Operations or designee as soon as possible after completion. This information will be used to validate the entries in the Operations Qualifications section of National Headquarters eServices web site, and to update the web based Wing Pilot Reports. These reports are available on the Wing web site (<http://www.ndcap.org/reports>). The Wing Director of Operations is the ONLY authorized individual that may validate pilot data entries in the eServices Operations Qualifications section. Electronic submission is solicited. Failure to do so may delay updating these records, thus affecting the eligibility of the pilot for flight release. In addition to those records required by paragraph 2-8, the following NDWg Forms are also required.

1) North Dakota Wing Pilot Contract, NDWg Form 60-7 **(Attachment 2)**

2) Pilot Flight File Table of Contents, NDWg Form 60-8 **(Attachment 3)**

2-18a(7). **(added):** Aircraft take-off and landings are prohibited with ground reports of wind speeds greater than 25 knots, including gusts; regardless of wind direction unless specifically authorized by the Wing Commander or his designated representative.

2-18a(8). **(added):** Aircraft will be fueled to the levels specified below unless extenuating circumstances exists. If fuel levels are left at a different level than as specified, a note will be left on the pilot's seat and the FRO will be notified of the fuel level so that subsequent crews will be informed.

a. Cessna 172N: Topped off

- b. Cessna 172S: Fill to the bottom of the tabs (21 gallons each side)
- c. Cessna 182R: Topped off
- d. Cessna 182T: Fill to the bottom of the tabs (32 gallons each side)

2.21. (added): Low Level Route Surveys. The Civil Air Patrol supports the United States Air Force in its efforts to ensure Low Level Routes and MOA's are safe. This mission is accomplished at a low level to identify newly erected towers or other obstacles that may have been placed in the training areas. Safety is of the utmost concern during these missions. Low Level Route Surveys will be conducted using the guidance contained in the current CAP-USAF Low Level Route Survey Operations Plan and this supplement. A copy of the approved Operations Plan will be provided to the Wing Incident Commander/Project Officer by the CAP-USAF State Director.

- a. An Incident Commander (IC) or Project Officer will be appointed by the Wing Commander through the Director of Operations and will coordinate the entire survey through the CAP-USAF State Director and CAP National Operations Center (NOC) IAW the current CAP-USAF Low Level Route Survey Operations Plan.
- b. The Project Officer is responsible for completing and submitting, to Wing Headquarters, all mission forms, i.e., ICS Form 211 (for personnel and equipment), CAP Forms 9, 104, 108, etc., attaching original fuel receipts to the CAP Form 108 and submitting this mission paperwork package to Wing Headquarters immediately upon close of the mission, to arrive at Wing Headquarters within three (3) days of mission closure. WMIRS entries must also be completed within 3 days of each flight or flights.

3-4a5). **(added):** Have, on file, a signed copy of ND Wing Form 60-7, *North Dakota Wing Pilot Contract*. (Attachment 2)

3-5c1. (added): A request for a CAP Form 5 flight check by a non-CAP check pilot, in accordance with the above, must have prior approval by the Wing Commander, or as his designee, the Wing Operations Officer. As CAP specific items must be addressed by a CAP Form 5 check pilot, arrangements for this portion must also be made in advance of the check flight.

3-5k. (added): All North Dakota Wing Pilots will accomplish the Online Flight Release Officer Course. The certificate of completion will be maintained in the pilot flight file. Completion of this course does not constitute designation as a Flight Release Officer (FRO), nor may any pilot act as an FRO unless specifically designated as an FRO per paragraph 4-9a(6) of this supplement.

3-5l. (added): Upon the completion of a CAP check ride, the applicant shall forward one copy of the Form 5 and/or Form 91 to the Wing Director of Operations. This paperwork will be used to validate e-Services Operations Qualifications entries. Form 5s which are entered into e-Services Operations Qualifications will not be validated until the Wing Director of Operations receives a copy of the Form 5.

3-7b(5). (added): The ND Wing Standardization and Evaluation Program guidance can be found in ND Wing Operating Instruction 1-01.

4-9a(6). (added): All North Dakota Wing Flight Release Officers (FRO) will be approved by the Wing Commander or his designee using NDWg Form 60-6. FRO appointment documentation will be kept in the pilot flight records, or, if a non-pilot, in the CAP Form 45, *Senior Member Master Record*.

Attachment 1:

NDWg Form 60-5, Out-Of-State Flight Request

Attachment 2:

NDWg Form 60-7, ND Wing Pilot Contract

Attachment 3:

NDWg Form 60-8, Pilot Records Table of Contents

North Dakota Wing			
OUT-OF-STATE FLIGHT REQUEST			
(type or print)			
Pilots Name: (Last) (First) (MI)		Grade:	CAPID:
Pilots Address: (Street)		Charter Number: ND	
(City)		(State)	(Zip + 4)
Home Phone:		Work Phone:	
Itinerary for out-of-state flight:			
Proposed Departure Date:		Destination:	
Point of Departure:		Estimated Time Enroute:	
Contact Phone at Destination:		Proposed Return Date:	
Aircraft N Number:	Type Acft:	Charter No where Acft Assigned: ND	
Flight Release Officer Name:		Flight Release Officer Phone:	
Name, CAPID of any Passengers: (Must be current CAP members, in uniform):			
General Instructions			
This form must be submitted to the Unit Commander or Flight Operations Officer at least ten (10) days in advance of your proposed out-of-state flight, and must be signed by the Wing Commander. You are required to have the signed form with you during your trip. Be sure to wear an appropriate CAP uniform at all times. Don't forget to file, use, and close a FAA or CAP flight plan, as appropriate, and check 121.5 after every flight.			
DATE	TYPED NAME AND GRADE	SIGNATURE	
	Pilot:		
	Unit Commander:		

	,	
	Wing Commander (Required): ,	
	Region Commander (Required for Flights outside NCR):	



ND Wing

Pilot Contract



Name: _____ Address: _____
 CAPID: _____ Phone No.: _____ Unit No.: _____

Between North Dakota Wing Civil Air Patrol and the Civil Air Patrol member.

I, the undersigned, a current member of Civil Air Patrol, agree to the following conditions to fly corporate aircraft:

1. To remain current as required be applicable FAR's, FAA, and CAP regulations or additional requirements that may be imposed by Civil Air Patrol.
2. To pay aircraft fees per North Dakota Supplement to CAPR 66-1.
3. To insure the aircraft is refueled and any required maintenance items are reported in the Aircraft Log Book, Maintenance Section.
4. To complete CAP AIF – FLT_LOG-3, Aircraft Flight Time Log, at the end of each flight.
5. To pay vendor for all fuel and other unauthorized Civil Air Patrol purchases.
6. To agree to any North Dakota Wing participation standards. (Wing Supplement 1 to CAPR 66-1)
7. If in arrears in aircraft fees, I will be prohibited from flying any corporate aircraft.
8. North Dakota Wing reserves the right to adjust this contract as required. Thirty day notice will be provided.
9. Pilots are responsible for damage to the aircraft while it is under their control. Any costs, relating to damage to aircraft not covered by CAPR900-6 (Hull Self Insurance), that is determined not caused by aircraft mechanical failure, will be assessed to the pilot.

The Squadron Finance Officer will ensure each member has paid for hours flown and will forward the money to North Dakota Wing. Late charges of 1.5% of the balance may be assessed by the Squadron.

 Member's Signature

 Date

 Squadron Commander's Signature

 Date

Cc:
 ND/DO
 Sq/DO



NORTH DAKOTA WING

PILOT FLIGHT FILE TABLE OF CONTENTS



This form for use with a two divider, classification folder, Smead #C402-5A-2D or equivalent.

OPS QUAL

DOCUMENT
DATE

ENTRY
Y N

INSIDE COVER This form				
TAB 1 OUTSIDE FAA Documents				
Copy of FAA pilot certificate (both sides)				
Copy of current FAA medical certificate				
Copy of CFI/CFII certificate (both sides) (if applicable)				
Documentation of current biennial flight review				
TAB 1 INSIDE CAPR 60-1 Requirements				
Copy of CURRENT CAP Form 5, <i>CAP Pilot Flight Evaluation - Airplane</i>				
Copy of CURRENT A/C questionnaires for each aircraft currently flown for CAP (Attach 3, CAPR 60-1)				
Copy of CURRENT CAP Form 5 written examination or completion certificate				
TAB 2 OUTSIDE CAPR 60-1 Requirements (continued)				
Copy of INITIAL CAP Form 5 establishing initial aircraft qualification (if initial not available, use oldest available Form 5 for each aircraft qualified)				
TAB 2 INSIDE CAPR 60-1 Requirements (continued)				
CAP Form 91, <i>CAP Mission Pilot Checkout</i>				
INSIDE BACK COVER ND Wing Requirements				
CURRENT designation as: (as applicable) Cadet/ROTC Orientation Pilot (Only OPS QUAL entry required)				
Check Pilot (Only OPS QUAL entry required)				
Instructor Pilot (Only OPS QUAL entry required)				
Mission Check Pilot (Only OPS QUAL entry required)				
Flight Release Officer (NDWg Form 60-6)				
Signed "Statement of Understanding" (Attach 1, CAPR 60-1)				
Signed "ND Wing Pilot Contract" (NDWg Form 60-7)				
Copy of letter or certificate indicating successful completion of the National Check Pilot Standardization Course (if applicable)				
Flight Release Officer Course completion certificate (required ANNUALLY)				
Cadet Orientation Pilot Course completion certificate (if applicable)				
Copies of FAA Wings Program completion certificates (if participating)				
CAPR 35-6 Awards correctly entered in OPS QUAL				